



911 POLICE RECORDS CUSTODIAN

Job Code: 5207

EEO Class Code: Office / Clerical

Union Status: GSA

FLSA Code: Non-Exempt

Salary Grade: o510

NATURE OF WORK

This is specialized work in maintaining control of a centralized data library within the City of Miami Beach Public Safety Communications Bureau (PSCB), in order to support processing operation. Work involves responsibility for the accuracy and maintenance of all the Communications Tapes in the Communications section of the Police Department. Researching all Communications Tape requests, duplicating cassette tapes from log of 911 and Police Dispatch calls pursuant to Florida Statute 119, and appearing in court and giving sworn depositions as an expert witness as to the validity, accuracy and authenticity of Communications tapes.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Processes and maintains master tapes used to record telephone and radio transmissions within PSCB
- Provides sworn depositions and makes court appearances based on expert knowledge and understanding of 911 policies and procedures
- Processes and maintains statistical data pertaining to telephone and radio transmissions
- Researches, duplicates, and coordinates various audio tape requests received by the Communications Division from law enforcement, judicial government services, and public records requests pursuant to the applicable state guidelines
- Coordinates all civilian tape requests with the involved unit.
- Stores, maintains log, labels, and inventories tapes
- Maintains recording equipment to ensure proper operating condition.
- Files documents as required for records retention
- Maintains inventory of supplies such as computer paper, printer ribbons, cassette tapes, etc., and orders replacements as needed

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of PSCB standard operations
- Thorough knowledge of applicable federal, state, and local laws, ordinances, and regulations; City, police, and fire practices, procedures, laws, policies, and terminology
- Knowledge of modern office practices, procedures, and equipment
- Ability to testify in a professional manner representing the City of Miami Beach and the Police Department under oath at a deposition or Criminal and/or Civil Court hearing as to the procedures, policies and guidelines used in the retention, retrieval and storage of 911 Communications tapes
- Skill in the use of typewriter, word processor, computer terminal, and other related equipment
- Ability to maintain precise records, which may come under scrutiny in a Criminal or Civil Court hearing
- Ability to maintain an inventory of all equipment necessary to perform the functions of the position
- Ability to learn the operation and troubleshooting of the Recording system
- Ability to research and verify information and resolve discrepancies
- Ability to communicate effectively, verbally and in writing, and maintains effective working relations with other employees, other agencies, and the general public by means of telephone and person-to-person contact

MINIMUM REQUIREMENTS

- Six (6) months full-time paid experience in a police or fire/rescue emergency dispatch center with three (3) months supervisory experience
- Type 30 correct w.p.m.
- Valid Florida Driver's License

PHYSICAL REQUIREMENTS

- Must have use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling
- Some crawling, reaching handling, standing, pushing and pulling
- Extensive sitting

SUPERVISION RECEIVED

- Supervision is received from a communications manager through monitoring, consultation, and periodic review of reports
- General and specific work assignments are received
- Work is performed with little direct supervision and with considerable latitude for use of initiative and independent judgment

SUPERVISION EXERCISED

- May supervise an assigned group of clerical employees